

**EFFECTIVENESS OF DEVELOPING A GUIDEBOOK FOR WRITING JOB APPLICATION LETTERS WITH CONTENT AND LANGUAGE INTEGRATED LEARNING (CLIL) APPROACH AND PROBLEM BASED LEARNING (PBL) MODEL ON GRADE XII STUDENTS OF SMAN 14 PADANG**

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**ABSTRACT**

Teaching materials that are less relevant to the needs of students can affect the effectiveness of learning, so it is necessary to develop teaching materials according to the needs of students to achieve learning objectives. This study aims to describe the feasibility of teaching materials for job application letter writing guidebooks with a content and language integrated learning (CLIL) approach and a problem based learning (PBL) model, analyze the effectiveness, and practicality of student responses to teaching materials for guidebooks. This type of research is research and development (Research & Development) with the 4D model from Thiagarajan which includes define, design, develop, and disseminate. Product validity instruments were obtained from material experts, language experts, and design experts. The study showed (1) the feasibility of developing a "very valid" guidebook based on the average assessment results from the validator of 84.29%, namely material validity of 93.75%, language validity of 82.14%, and design validity of 77%. (2) The effectiveness of the teaching materials of the guidebook shows an average learning response of the experimental class of 86.90% (3) The teaching materials of the guidebook are considered practical because they are able to make it easier for students and support the learning process based on the results of the study, the student response was 85.39% with the criteria of "very practical". Based on the results of the percentage of teaching materials of the guidebook for writing job application letters with the content and language integrated learning (CLIL) approach and the effective problem based learning (PBL) model, it was stated as "very suitable" as a learning resource for students.

**Keywords:** Guidebook, Job Application, CLIL, PBL

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**Introduction**

Education And learning Indonesian is aspect important that is necessary taught to participant educate. This matter arranged in RI Law No. 20 of 2003 concerning Curriculum Article 37 which discusses load must curriculum education base intermediate And education tall Wrong One among them

is about Language . Mahmud (2017:32) stated that Indonesian is mandatory taught to participant educate in each level education , start level School Elementary (SD) up to College High (PT). Learning Indonesian requires it participant educate For control four Skills language that is Skills listening , skill and speaking , skills reading , and Skills write .

Skills write is difficult skill And complex compared to with Skills language other . Dalman ( in Dewi & Sobari , 2018:990) stated Skills write is highest aspect And complex Because Skills write more hard And more complicated , in comparison aspect other languages that is Skills listening , skills speak And Skills read . Skills write as listed in the 2013 curriculum is Skills write letter application work . Learning write letter application work taught to participant educate class XII School Intermediate On on eye lesson Indonesian .

Skills write letter application work very needed by participant educate for main capital enter world Work . Through letter application work created darling is somebody called For follow test next or No . So from that , master Skills write letter application Good job And Correct very needed . Writing letter good proposal And Correct must fulfil a number of requirements that is related with form , typing , content , and Language letter . According to Wahdaniah (2016:2) referred to form in letter application work is related with structure a letter containing the format or parts letter . Whereas application spelling And the sentences used in Language letter must clear And logical so that make sentence the effective .

On the practice when participant educate given task For write letter application , still many have experienced it difficulty in writing letter application work . This matter Also happen on participant educate class XII SMAN 14 Padang, results observations made Lots participant still learn difficulty in write letter good proposal And Correct . This matter because educator Still use approach traditional so that make participant educate tend passive in the learning process . Based on results interview to educator eye lesson Indonesian class XII SMAN 14 Padang, Mrs Mardelita , S.Pd. explain that participant educate lack teaching materials . Whereas availability material teach can determine creation environment conducive learning , where participant educate can melak not a learning process teach in a way effective And efficient .

Lack of material teaching used in the learning process Also impact on results evaluation daily participant still learn Lots found error . Based on results analysis mark participant education , as much as 49 percent participant educate get value below KKM (80). Mistakes dominate form error language And systematic writing letter application work . Error speak frequently done is writing standard words And No standard And writing spelling . Whereas error systematic is at on placement place And date letter , address letter , content , and attachment . Whereas writing letter application work This very need mastered by participant educate , esp for participant educate those who don't continue his education teaching tall And choose For Work .

By because that , for reach standard existing competencies set need develop effective teaching materials in order to obtain optimal results . Development teaching materials in the form of book guide write letter application expected work can used by participant educate in the learning process , good classroom learning with the teacher or outside class in a way independent . Educator must use material teach what you can interesting interest participant educate And capable make participant educate active And think critical during the learning process .

Development book guide write letter application practical work naturally developed with effective approaches done in learning in accordance with criteria participant educate . So from that is necessary A teaching materials in the form of book developed guide with possible approach increase understanding participant educate to write letter application work so that capable make letter application Good job And Correct in accordance with systematic writing letter application work . One of possible approach used in development writing teaching materials letter application work is approach *content and language integrated learning* (CLIL).

Besides Therefore , teaching materials must be stimulate participant educate For Study in a way creative And critical . *The Problem Based Learning* (PBL) model is Wrong one model that emphasizes on ability reasoning And need thinking creative . Adriyani (2020) stated that the PBL model is a learning model based problem involve student in activity learning And prioritize problem real Good in the environment home , school , as well public as base For obtain knowledge And draft through ability Skills in think critical And solve problem.

## Literature Review

Arifa Amalia and Mukh Doyin (2015) entitled Development of a Guidebook for Writing Short Story Texts Using the Intrinsic Element Analysis Technique for Grade VII Students of Junior High Schools (SMP). The results of the study include three things, (1) the needs of students and teachers for a guidebook for writing short story texts, (2) the principles of developing a guidebook for writing short story texts using the intrinsic element analysis technique, and (3) a prototype for developing a guidebook for writing short story texts using the intrinsic element analysis technique for SMP students.

Purti Indah Wahyuningsih, et al (2022) entitled Development of Interactive Media Based on Adobe Flash with Content and Language Integrated Learning (CLIL) Approach to Improve Elementary School Students' Reading Ability. The results of the study showed that interactive media based on Adobe Flash with a CLIL approach can improve students' reading ability according to the previous theory, but after the development of the media, there was a significant increase in students' reading ability. This study only focuses on reading ability and the use of media only in learning Indonesian folklore.

## Methods (Times New Roman 12, Bold)

Study This is study development or *Research and Development (R&D)* Meydiantoro (2021) stated that R&D research is method study For develop And test future products will developed in world education . Whereas Sugiyono (2014:297) R&D is method research used For produce product certain , and test effectiveness product the . Research Model development or R&D use many development models . Variations in development models used according to Ameli (2019) between others , Borg and Gall, 4D, and ADDIE models. On study This using a 4D model consisting of 4 stages , namely *Define* , *Design* , *Development* , and *Dissemination* .

Study This done on in 2023 against class XII at SMAN 14 Padang with method data collection used is method interview , questionnaire And test . Instruments used between other interview , questionnaire educator , questionnaire participant educate , questionnaire validation expert material , questionnaire validation expert language , questionnaire validation expert design And test ability . Analyzed data is the result data effectiveness on developed products . Questionnaire used For know response participant educate to developed products . Questionnaire response participant educate has 4 options answer in accordance with content question . Score evaluation from every choice answer can seen in the following table :

**Table 1. Criteria score Evaluation Test Try Product**

No.	Criteria	Weight
1.	Very Agree	4
2.	Agree	3
3.	No Agree	2
4.	Very No Agree	1

*Source : Riduwan (2013:14)*

Value obtained on evaluation questionnaire Then find the average And converted in form statement For determine validity as well as appropriateness developed products . Technique data analysis from results validation expert material , design , and Language use formula following :

$$P = \frac{\sum x}{\sum x_1} \times 100\%$$

Information :

P: Percentage

$\sum x$  : Amount score results data collection

$\sum x_1$  : Amount whole mark ideal

After s cor evaluation test try product from participant educate the find the average Then converted into the form question For determine the attractiveness of the learning media being developed . Conservation the can seen on table following This :

**Table 2. Percentage And Criteria Evaluation Test Try Product**

Percentage (%)	Criteria
0-20	Very No effective
21-40	No effective
41-60	Kuang effective
61-80	Effective
81-100	Very effective

Source : Riduwan (2013: 14)

## Result and Discussion

On study this , stage effectiveness done with test try on 35 participants educate class XII IPS 3 SMAN 14 Padang. Objective from test try This For test effectiveness use book guide in activity learning . observed effectiveness in study This is results Study participant educate with use book guide write letter application work . For see results Study participant educate with use test charging on book guide . Results test effectiveness book guide can seen on table below This :

**Table 3. data results response participant educate to test effectiveness book guide write letter application work .**

No.	Name Participant Educate	Mark	Category
1.	AR	89.98	Very Effective
2.	ADP	85.5	Very Effective
3.	US	85.43	Very Effective
4.	AF	90.37	Very Effective
5.	APG	88.5	Very Effective
6.	CGA	83	Very Effective
7.	DB	86.18	Very Effective
8.	DCH	87.31	Very Effective
9.	D	89.5	Very Effective
10.	H.V	80.93	Very Effective
11.	HZ	82.43	Very Effective
12.	KGF	86.81	Very Effective
13.	MFP	90.5	Very Effective
14.	MI	90.56	Very Effective
15.	NAA	87	Very Effective
16.	NS	88.43	Very Effective
17.	NS	83.43	Very Effective
18.	N	89.68	Very Effective
19.	OSD	89.81	Very Effective
20.	R.A	90	Very Effective

21.	RJ	80.87	Very Effective
22.	RM	82.43	Very Effective
23.	RW	86.43	Very Effective
24.	RPJ	79	Effective
25.	SS	81.56	Very Effective
26.	S.N	92	Very Effective
27.	SAP	91.31	Very Effective
28.	S.A	95.37	Very Effective
29.	SHF	89	Very Effective
30.	SR	79	Effective
31.	TID	88	Very Effective
32.	VGM	86.5	Very Effective
33.	YRH	90.62	Very Effective
34.	ZFDP	85	Very Effective
35.	ZPP	89.37	Very Effective
<b>Average</b>		<b>86.90</b>	<b>Very Effective</b>

Based on the table above, then can detailed acquisition results from test effectiveness book guide write letter application work obtain results percentage amounting to 86.90%. From the results test show that book guide very effective For used in the learning process. Because in the learning process participant educate very interested in Study. This matter in line with opinion Puspitorini (in Wicaksono, Jumanto, & Irmade, 2020: 222) said that "impact accompanist from increasing interest student in learning is with increasing results Study student".

## Conclusion

Guidebook write letter application work with CLIL approaches and PBL models are feasible used as teaching materials in the learning process. This matter based on description analysis of the obtained effectiveness data mark as big as obtained 86.90% were on category Very effective. This matter in accordance with opinion Riduwan (2015:15) stated that teaching materials available used if the presentation amounting to  $\geq 61\%$ . Can concluded that book guide write letter application work with CLIL approaches and PBL models are feasible For tested try it in the field.

As for suggestions for use book guide write letter application work with the CLIL approach and the PBL model are educator expected capable optimizing use book guide as a learning medium, so material presented more interesting And complete.

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